

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Xcel Energy

[Customer Service Address]
[City, State, Zip Code]

Subject: Request for Transfer of Service

Dear Xcel Energy Customer Service,

I am writing to request the transfer of my utility service from my current address to a new address. Below are the details of my request:

****Current Service Address:****

[Your Current Address]
[City, State, Zip Code]

****New Service Address:****

[Your New Address]
[City, State, Zip Code]

****Account Number:**** [Your Account Number]

****Transfer Date:**** [Desired Date of Transfer]

Please confirm the transfer of service and let me know if you require any further information or documentation to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Account Information (if needed)]